

MADERA COUNTY
CENTRAL SERVICES WORKER

DEFINITION

Under general supervision, delivers and picks up a variety of supplies, furniture and equipment; performs routine heavy physical and unskilled labor; procures and transports surplus property; performs clerical duties in support of the County's Central Services function including mailroom, surplus property, general office duties, and performs related work as required.

SUPERVISION EXERCISED

Exercises functional supervision over community service, GAIN, PIC, and other temporary workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Delivers and picks up supplies and bulk items; oversees and participates in moving and arranging furniture, supplies, equipment, confidential papers and files; moves files to storage; performs heavy and unskilled labor; carries out basic assembly of office furniture and equipment; prepares space for storage of supplies and equipment; assists in auction activities including procuring, tagging and transporting surplus property; performs routine janitorial work such as sweeping and picking up litter; oversees assigned work program participants; performs the full range of mail room functions as assigned.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Proper methods of handling and moving heavy materials.
Safety practices and accident prevention.
English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate a motor vehicle safely and efficiently.

Ability to:

Perform heavy physical labor.
Understand and carry out oral and written directions.
Oversee and direct the work of assigned workers.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some work experience performing heavy physical labor and involving customer service.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs;
exposure to outdoors; ability to travel to different sites and locations.

Effective Date: December, 2001